

SERIAL 11003 S PUBLICATION OF PUBLIC LEGAL NOTICES & ADVERTISING

DATE OF LAST REVISION: March 31, 2011 CONTRACT END DATE: March 31, 2012

CONTRACT PERIOD THROUGH MARCH 31, 2012

TO: All Departments
FROM: Department of Materials Management
SUBJECT: Contract for **PUBLICATION OF PUBLIC LEGAL NOTICES & ADVERTISING**

Attached to this letter is published an effective purchasing contract for products and/or services to be supplied to Maricopa County activities as awarded by Maricopa County on **March 31, 2011**.

All purchases of products and/or services listed on the attached pages of this letter are to be obtained from the vendor holding the contract. Individuals are responsible to the vendor for purchases made outside of contracts. The contract period is indicated above.

Wes Baysinger, Chief Procurement Officer
Materials Management

JM/mm
Attach

Copy to: Materials Management
Dave Browning, Maricopa County Treasurer
Fran McCarroll, Clerk of the Board

(Please remove Serial 09131-S from your contract notebooks)

PUBLICATION OF PUBLIC LEGAL NOTICES & ADVERTISING

1.0 INTENT:

This Invitation for Bid is intended to award a firm, fixed-price, requirements-type contract for publication of public legal notices and advertising for Maricopa County. This Contract will be for a term of one (1) year commencing on the date of award.

Other governmental entities under agreement with the County may have access to services provided hereunder (see also Sections 2.7 and 2.8, below).

The County reserves the right to add additional contractors, at the County's sole discretion, in cases where the currently listed contractors are of an insufficient number or skill-set to satisfy the County's needs or to ensure adequate competition on any project or task order.

2.0 SPECIFICATIONS:

2.1 TECHNICAL REQUIREMENTS:

- 2.1.1 Printing and/or publishing of all public legal notices and advertising requiring publication such as election proclamations, legal notices regarding statutory matters of the Board of Supervisors, resolutions, summons, notices of sale, delinquent tax lists, special notices, call for bids, bids for construction and equipment, and the publishing of all matters as required to be published by the Board of Supervisors under the laws of the State of Arizona provided to Contractor for such printing and/or publishing.
- 2.1.2 The term "Newspaper" shall mean a newspaper printed and published in Maricopa County, State of Arizona, which for at least one (1) year, has been admitted to the United States Mail as second class matter, as set forth and meeting the requirements of Arizona Revised Statutes, Sections §§11-255, 39-202, 39-203, 39-204, 39-205 and 39-221.
- 2.1.3 The term "Printing" shall mean reproducing in newspaper-form and style, any legal publication or advertisement requiring public notice.
- 2.1.4 The term "Publishing" shall mean the production and distribution by a newspaper containing public legal notices and/or advertising requiring notice to the general public by the County Board of Supervisors within Maricopa County.
- 2.1.5 **Each Respondent shall file with their bid, an affidavit showing that their newspaper has been established and published within Maricopa County, State of Arizona, for a period of at least one (1) year prior to the filing of such affidavit and has been admitted to the United States mail as second-class matter for at least one (1) year.**
- 2.1.6 Respondents shall state the day of week of publication, press time deadline and the number of hours prior to press time copy will be accepted with and without notice. Copy for legal publication and advertising for the Board of Supervisors shall be picked up by the Contractor. Copy for the tentative annual budget will be available by 12:00 noon on the Tuesday prior to the first week of publication.
- 2.1.7 The size of type shall be not less than five (5) or more than six (6) point type, set solid (no leading). This is to apply whether letterpress, offset, computer tape or disc format is used. The variance in type size shall not be greater than 5% over or under the specified size range. **Continuous wrap for text must be applied in all publication and advertising matter, unless otherwise specified.**
- 2.1.8 Legal notices from the Board of Supervisors, the tentative annual budget and other legal publication and advertising will be furnished to Contractor in hard copy. The delinquent tax rolls and the warrant register will be furnished, camera-ready, from computer print-out. If available, any or all of the above may be furnished the Contractor via a computer

tape or disc. All programming costs associated with computer tape or disc reproduction shall be borne by the Contractor.

- 2.1.9 It shall be the Contractor's responsibility to secure computer media (tapes) or other required information directly from the appropriate County department.
- 2.1.10 The proper formatting of computer media shall be the responsibility and cost of the Contractor. Most County departments are standardized on WORD 6.0 Software and IBM-Compatible Computers.
- 2.1.11 Pick up points generally shall be the County Downtown Administration Complex, Office of the Clerk of the Board and Office of the Clerk of the Court, Monday through Friday, by 3:30 p.m. **Pick-ups may be required from other County departments located throughout Maricopa County.**
- 2.1.12 Pick-ups scheduled for holidays shall be scheduled for the next County business day. When lengthy material is picked up by the Contractor, the Contractor shall review the material to ensure it is complete. The County shall be notified immediately by the Contractor of any problems with copy.
- 2.1.13 The Contractor shall furnish to the using County department, without additional cost, an affidavit of publication, within 10 days of publication, for each legal notice and/or advertisement published. Contractor shall supply their Internet address in their response to this bid. Contractor shall also furnish a spreadsheet to the Clerk of the Board indicating the public libraries (name, address, city) where the minutes will be sent, including the regularly scheduled delivery date to each location.

2.2 BID REQUIREMENTS:

- 2.2.1 Bids submitted shall be on a per column inch basis, unless otherwise specified.
- 2.2.2 A separate price per column inch shall be bid for advertisements which are to be printed and published display advertising style, in larger than 10 point type.
- 2.2.3 Respondents shall also indicate a discount percentage from their base bid which would be applicable if the County would provide either camera ready copy, computer tape or disc format.
- 2.2.4 Bids shall be made for the price for the first insertion of each advertisement, and a separate price for each subsequent publication of the same advertisement, where there is a requirement for multiple publications in subsequent issues of the newspaper.
- 2.2.5 Excerpts of typical legal information to be published are attached as EXHIBIT 2 through EXHIBIT 6. For comparison of bids, Respondents shall state the cost of the attached excerpts based on the charge per column inch submitted.
Each Respondent shall reproduce these in paragraph/column form showing the type and style that will be used in printing and publishing if the Respondent is awarded this Contract. These reproductions shall be included with Respondent's bid.

2.3 ACCEPTANCE OF SERVICES:

- 2.3.1 Services shall be determined to have been properly completed upon receipt and approval by the using County department of Contractor's affidavit of publication. Upon successful completion of the services, payment will be authorized. .
- 2.3.2 If any of the services do not conform to these Technical Requirements, County may require the Contractor to perform the services again in conformity with these Technical Requirements, at no additional cost to the County. When the defects in services cannot be corrected by re-performance, County may:

2.3.2.1 Require the Contractor to take necessary action to ensure that future performance conforms to these Technical Requirements; and

2.3.2.2 Reduce the Contract price to reflect the reduced value of the services performed.

2.3.3 If the Contractor fails to promptly perform the services again or to take the necessary action to ensure future performance in conformity with these Technical Requirements, County may:

2.3.3.1 By Contract or otherwise, perform the services and charge to the Contractor any cost incurred by County that is directly related to the performance of such service; or

2.3.3.2 Terminate the Contract for default.

2.4 INVOICES AND PAYMENTS:

2.4.1 The Contractor shall submit two (2) legible copies of their detailed invoice before payment(s) can be made. At a minimum, the invoice must provide the following information:

- Company name, address and contact
- County bill-to name and contact information
- Contract Serial Number
- County purchase order number
- Invoice number and date
- Payment terms
- Date of service or delivery
- Quantity (number of days or weeks)
- Contract Item number(s)
- Description of Purchase (product or services)
- Pricing per unit of purchase
- Freight (if applicable)
- Extended price
- Mileage w/rate (if applicable)
- Arrival and completion time (if applicable)
- Total Amount Due

2.4.2 Problems regarding billing or invoicing shall be directed to the using agency as listed on the Purchase Order.

2.4.3 Payment shall be made to the Contractor by Accounts Payable through the Maricopa County Vendor Express Payment Program. This is an Electronic Funds Transfer (EFT) process. After Contract Award the Contractor shall complete the Vendor Registration Form located on the County Department of Finance Vendor Registration Web Site (www.maricopa.gov/finance/vendors).

2.4.4 EFT payments to the routing and account numbers designated by the Contractor will include the details on the specific invoices that the payment covers. The Contractor is required to discuss remittance delivery capabilities with their designated financial institution for access to those details.

2.5 TAX:

No tax shall be levied against labor. It is the responsibility of the Contractor to determine any and all taxes and include the same in proposal price.

2.6 DELIVERY:

It shall be the Contractor's responsibility to meet the proposed delivery requirements. Maricopa County reserves the right to obtain services on the open market in the event the Contractor fails to make delivery and any price differential will be charged against the Contractor.

2.7 STRATEGIC ALLIANCE for VOLUME EXPENDITURES (\$AVE):

The County is a member of the \$AVE cooperative purchasing group. \$AVE includes the State of Arizona, many Phoenix metropolitan area municipalities, and many K-12 unified school districts. Under the \$AVE Cooperative Purchasing Agreement, and with the concurrence of the successful Respondent under this solicitation, a member of \$AVE may access a contract resulting from a solicitation issued by the County. If you **do not** want to grant such access to a member of \$AVE, **please so state** in your proposal. In the absence of a statement to the contrary, the County will assume that you do wish to grant access to any contract that may result from this Request for Proposal.

2.8 INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENTS (ICPA's)

County currently holds ICPA's with numerous governmental entities throughout the State of Arizona. These agreements allow those entities, with the approval of the Contractor, to purchase their requirements under the terms and conditions of the County Contract. Please indicate on Attachment A, your acceptance or rejection regarding such participation of other governmental entities. Your response will not be considered as an evaluation factor in awarding a contract.

3.0 CONTRACTUAL TERMS & CONDITIONS:

3.1 CONTRACT TERM:

This Invitation for Bid is for awarding a firm, fixed price purchasing contract to cover a one (1) year term.

3.2 INDEMNIFICATION:

3.2.1 To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless County, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including, but not limited to, attorney fees, court costs, expert witness fees, and the cost of appellate proceedings, relating to, arising out of, or alleged to have resulted from the negligent acts, errors, omissions, mistakes or malfeasance relating to the performance of this Contract. Contractor's duty to defend, indemnify and hold harmless County, its agents, representatives, officers, directors, officials, and employees shall arise in connection with any claim, damage, loss or expense that is caused by any negligent acts, errors, omissions or mistakes in the performance of this Contract by the Contractor, as well as any person or entity for whose acts, errors, omissions, mistakes or malfeasance Contractor may be legally liable.

3.2.2 The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

3.2.3 The scope of this indemnification does not extend to the sole negligence of County.

3.3 INSURANCE:

3.3.1 Contractor, at Contractor's own expense, shall purchase and maintain the herein stipulated minimum insurance from a company or companies duly licensed by the State of Arizona and possessing a current A.M. Best, Inc. rating of A-, VII or higher. In lieu of State of Arizona licensing, the stipulated insurance may be purchased from a company or

companies, which are authorized to do business in the State of Arizona, provided that said insurance companies meet the approval of County. The form of any insurance policies and forms must be acceptable to County.

- 3.3.2 All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of County, constitute a material breach of this Contract.
- 3.3.3 Contractor's insurance shall be primary insurance as respects County, and any insurance or self-insurance maintained by County shall not contribute to it.
- 3.3.4 Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect the County's right to coverage afforded under the insurance policies.
- 3.3.5 The insurance policies may provide coverage that contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to County under such policies. Contractor shall be solely responsible for the deductible and/or self-insured retention and County, at its option, may require Contractor to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.
- 3.3.6 County reserves the right to request and to receive, within 10 working days, certified copies of any or all of the herein required insurance certificates. County shall not be obligated to review policies and/or endorsements or to advise Contractor of any deficiencies in such policies and endorsements, and such receipt shall not relieve Contractor from, or be deemed a waiver of County's right to insist on strict fulfillment of Contractor's obligations under this Contract.
- 3.3.7 The insurance policies required by this Contract, except Workers' Compensation, and Errors and Omissions, shall name County, its agents, representatives, officers, directors, officials and employees as Additional Insureds.
- 3.3.8 The policies required hereunder, except Workers' Compensation, and Errors and Omissions, shall contain a waiver of transfer of rights of recovery (subrogation) against County, its agents, representatives, officers, directors, officials and employees for any claims arising out of Contractor's work or service.
- 3.3.9 Commercial General Liability:

Commercial General Liability insurance and, if necessary, Commercial Umbrella insurance with a limit of not less than \$1,000,000 for each occurrence, \$2,000,000 Products/Completed Operations Aggregate, and \$2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage, and shall not contain any provision which would serve to limit third party action over claims. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.
- 3.3.10 Automobile Liability:

Commercial/Business Automobile Liability insurance and, if necessary, Commercial Umbrella insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence with respect to any of the Contractor's owned, hired, and non-owned vehicles assigned to or used in performance of the Contractor's work or services under this Contract.
- 3.3.11 Workers' Compensation:

- 3.3.11.1 Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor's employees engaged in the performance of the work or services under this Contract; and Employer's Liability insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.
- 3.3.11.2 Contractor waives all rights against County and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the Workers' Compensation and Employer's Liability or commercial umbrella liability insurance obtained by Contractor pursuant to this Contract.

3.3.12 Certificates of Insurance.

- 3.3.12.1 Prior to commencing work or services under this Contract, Contractor shall have insurance in effect as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall be made available to the County upon 48 hours notice. **BY SIGNING THE AGREEMENT PAGE THE CONTRACTOR AGREES TO THIS REQUIREMENT AND FAILURE TO MEET THIS REQUIREMENT WILL RESULT IN CANCELLATION OF CONTRACT.**

3.3.12.1.1 In the event any insurance policy (ies) required by this contract is (are) written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of Contractor's work or services and as evidenced by annual Certificates of Insurance.

3.3.12.1.2 If a policy does expire during the life of the Contract, a renewal certificate must be sent to County fifteen (15) days prior to the expiration date.

3.3.13 Cancellation and Expiration Notice.

Insurance required herein shall not be permitted to expire, be canceled, or materially changed without thirty (30) days prior written notice to the County.

3.4 BOND REQUIREMENT:

- 3.4.1 Concurrently with the submittal of the Contract, the Contractor shall furnish the Contracting Agency the following bonds, which shall become binding upon the award of the contract to the Contractor.
 - 3.4.1.1 A Performance Bond equal to the full Contract amount (\$5,000.00 or as specified) conditioned upon the faithful performance of the Contract in accordance with plans, specifications and conditions thereof. Such bond shall be solely for the protection of the Contracting Agency awarding the Contract.
- 3.4.2 Each such bond shall include a provision allowing the prevailing party in a suit on such bond to recover as a part of his judgment such reasonable attorney's fees as may be fixed by a judge of the court.
- 3.4.3 Each bond shall be executed by a surety company or companies holding a certificate of authority to transact surety business in the State of Arizona issued by the Director of the Department of Insurance. The bonds shall not be executed by an individual surety or

sureties. The bonds shall be made payable and acceptable to the Contracting Agency. The bonds shall be written or countersigned by an authorized representative of the surety who is either a resident of the State of Arizona or whose principal office is maintained in this state, as by law required, and the bonds shall have attached thereto a certified copy of the Power of Attorney of the signing official. In addition, said company or companies shall be rated "Best-A" or better as required by the Contracting Agency, as currently listed in the most recent Best Key Rating Guide, published by the A.M. Best Company.

3.5 PROCUREMENT CARD ORDERING CAPABILITY:

County may determine to use a procurement card that may be used from time-to-time, to place and make payment for orders under this Contract. Contractors without this capability may be considered non-responsive and not eligible for award consideration.

3.6 INTERNET ORDERING CAPABILITY:

It is the intent of County to use the Internet to communicate and to place orders under this Contract. Contractors without this capability may be considered non-responsive and not eligible for award consideration.

3.7 ORDERING AUTHORITY.

3.7.1 Respondents should understand that any request for purchase of materials or services shall be accompanied by a valid purchase order, issued by Materials Management, or by a Certified Agency Procurement Aid (CAPA).

3.7.2 Maricopa County departments, cities, other counties, schools and special districts, universities, nonprofit educational and public health institutions may also purchase from under this Contract at their discretion and/or other state and local agencies (Customers) may procure the products under this Contract by the issuance of a purchase order to the Respondent. Purchase orders must cite the Contract number.

3.7.3 Contract award is in accordance with the Maricopa County Procurement Code. All requirements for the competitive award of this Contract have been met. A purchase order for the products is the only document necessary for Customers to purchase and for the Respondent to proceed with delivery of materials available under this Contract.

3.7.4 Any attempt to represent any product not specifically awarded under this Contract is a violation of the Contract. Any such action is subject to the legal and contractual remedies available to the County, inclusive of, but not limited to, Contract cancellation, suspension and/or debarment of the Respondent.

3.8 REQUIREMENTS CONTRACT:

3.8.1 Contractors signify their understanding and agreement by signing a bid submittal, that the Contract resulting from the bid will be a requirements contract. However, the Contract does not guarantee any minimum or maximum number of purchases will be made. It only indicates that if purchases are made for the materials contained in the Contract, they will be purchased from the Contractor awarded that item. Orders will only be placed when the County identifies a need and proper authorization and documentation have been approved.

3.8.2 County reserves the right to cancel Purchase Orders within a reasonable period of time after issuance. Should a Purchase Order be canceled, the County agrees to reimburse the Contractor but only for actual and documentable costs incurred by the Contractor due to and after issuance of the Purchase Order. The County will not reimburse the Contractor for any costs incurred after receipt of County notice of cancellation, or for lost profits, shipment of product prior to issuance of Purchase Order, etc.

3.8.3 Contractors agree to accept verbal notification of cancellation from the Materials Management Procurement Officer with written notification to follow. By submitting a bid in response to this Invitation for Bids, the Contractor specifically acknowledges to be bound by this cancellation policy.

3.9 UNCONDITIONAL TERMINATION FOR CONVENIENCE:

Maricopa County may terminate the resultant Contract for convenience by providing sixty (60) calendar days advance notice to the Contractor.

3.10 TERMINATION FOR DEFAULT:

If the Contractor fails to meet deadlines, or fails to provide the agreed upon service/material altogether, a termination for default will be issued. The termination for default will be issued only after the County deems that the Contractor has failed to remedy the problem after being forewarned.

3.11 TERMINATION BY THE COUNTY:

If the Contractor should be adjudged bankrupt or should make a general assignment for the benefit of its creditors, or if a receiver should be appointed on account of its insolvency, the County may terminate the Contract. If the Contractor should persistently or repeatedly refuse or should fail, except in cases for which extension of time is provided, to provide enough properly skilled workers or proper materials, or persistently disregard laws and ordinances, or not proceed with work or otherwise be guilty of a substantial violation of any provision of this Contract, then the County may terminate the Contract. Prior to termination of the Contract, the County shall give the Contractor fifteen- (15) calendar day's written notice. Upon receipt of such termination notice, the Contractor shall be allowed fifteen (15) calendar days to cure such deficiencies.

3.12 STATUTORY RIGHT OF CANCELLATION FOR CONFLICT OF INTEREST:

Notice is given that pursuant to A.R.S. § 38-511 the County may cancel any Contract without penalty or further obligation within three years after execution of the contract, if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County is at any time while the Contract or any extension of the Contract is in effect, an employee or agent of any other party to the Contract in any capacity or consultant to any other party of the Contract with respect to the subject matter of the Contract. Additionally, pursuant to A.R.S § 38-511 the County may recoup any fee or commission paid or due to any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County from any other party to the contract arising as the result of the Contract.

3.13 OFFSET FOR DAMAGES;

In addition to all other remedies at Law or Equity, the County may offset from any money due to the Contractor any amounts Contractor owes to the County for damages resulting from breach or deficiencies in performance of the contract.

3.14 ADDITIONS/DELETIONS OF SERVICE:

The County reserves the right to add and/or delete materials to a Contract. If a service requirement is deleted, payment to the Contractor will be reduced proportionately, to the amount of service reduced in accordance with the bid price. If additional materials are required from a Contract, prices for such additions will be negotiated between the Contractor and the County.

3.15 SUBCONTRACTING:

3.15.1 The Contractor may not assign a Contract or Subcontract to another party for performance of the terms and conditions hereof without the written consent of the

County. All correspondence authorizing subcontracting must reference the Bid Serial Number and identify the job project.

- 3.15.2 The Subcontractor's rate for the job shall not exceed that of the Prime Contractor's rate, as bid in the pricing section, unless the Prime Contractor is willing to absorb any higher rates. The Subcontractor's invoice shall be invoiced directly to the Prime Contractor, who in turn shall pass-through the costs to the County, without mark-up. A copy of the Subcontractor's invoice must accompany the Prime Contractor's invoice.

3.16 AMENDMENTS:

All amendments to this Contract shall be in writing and approved/signed by both parties. Maricopa County Materials Management shall be responsible for approving all amendments for Maricopa County.

3.17 RETENTION OF RECORDS:

The Contractor agrees to retain all financial books, records, and other documents relevant to a Contract for six (5) years after final payment or until after the resolution of any audit questions which could be more than six (5) years, whichever is longer. The County, Federal or State auditors and any other persons duly authorized by the County shall have full access to, and the right to examine, copy and make use of, any and all said materials.

3.18 ADEQUACY OF RECORDS:

If the Contractor's books, records and other documents relevant to a Contract are not sufficient to support and document that allowable materials were provided, the Contractor shall reimburse Maricopa County for the materials not so adequately supported and documented.

3.19 AUDIT DISALLOWANCES:

If at any time it is determined by the County that a cost for which payment has been made is a disallowed cost, the County shall notify the Contractor in writing of the disallowance and the required course of action, which shall be at the option of the County either to adjust any future claim submitted by the Contractor by the amount of the disallowance or to require repayment of the disallowed amount by the Contractor forthwith issuing a check payable to Maricopa County.

3.20 VALIDITY:

The invalidity, in whole or in part, of any provision of the Contract shall not void or affect the validity of any other provision of the Contract.

3.21 RIGHTS IN DATA:

The County shall have the use of data and reports resulting from a Contract without additional cost or other restriction except as may be established by law or applicable regulation. Each party shall supply to the other party, upon request, any available information that is relevant to a Contract and to the performance thereunder.

3.22 RELATIONSHIPS:

In the performance of the services described herein, the Contractor shall act solely as an independent contractor, and nothing herein or implied herein shall at any time be construed as to create the relationship of employer and employee, partnership, principal and agent, or joint venture between the County and the Contractor.

3.23 CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

- 3.23.1 The undersigned (authorized official signing for the Contractor) certifies to the best of his or her knowledge and belief, that the Contractor, defined as the primary participant in accordance with 45 CFR Part 76, and its principals:
- 3.23.1.1 are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency;
 - 3.23.1.2 have not within 3-year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - 3.23.1.3 are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
 - 3.23.1.4 have not within a 3-year period preceding this Contract had one or more public transaction (Federal, State or local) terminated for cause of default.
- 3.23.2 Should the Contractor not be able to provide this certification, an explanation as to why should be attached to the Contract.
- 3.23.3 The Contractor agrees to include, without modification, this clause in all lower tier covered transactions (i.e. transactions with subcontractors) and in all solicitations for lower tier covered transactions related to this Contract.

3.24 ALTERNATIVE DISPUTE RESOLUTION:

- 3.24.1 After the exhaustion of the administrative remedies provided in the Maricopa County Procurement Code, any contract dispute in this matter is subject to compulsory arbitration. Provided the parties participate in the arbitration in good faith, such arbitration is not binding and the parties are entitled to pursue the matter in state or federal court sitting in Maricopa County for a de novo determination on the law and facts. If the parties cannot agree on an arbitrator, each party will designate an arbitrator and those two arbitrators will agree on a third arbitrator. The three arbitrators will then serve as a panel to consider the arbitration. The parties will be equally responsible for the compensation for the arbitrator(s). The hearing, evidence, and procedure will be in accordance with Rule 74 of the Arizona Rules of Civil Procedure. Within ten (10) days of the completion of the hearing the arbitrator(s) shall:
- 3.24.1.1 Render a decision;
 - 3.24.1.2 Notify the parties that the exhibits are available for retrieval; and
 - 3.24.1.3 Notify the parties of the decision in writing (a letter to the parties or their counsel shall suffice).
- 3.24.2 Within ten (10) days of the notice of decision, either party may submit to the arbitrator(s) a proposed form of award or other final disposition, including any form of award for attorneys' fees and costs. Within five (5) days of receipt of the foregoing, the opposing party may file objections. Within ten (10) days of receipt of any objections, the arbitrator(s) shall pass upon the objections and prepare a signed award or other final disposition and mail copies to all parties or their counsel.

3.24.3 Any party which has appeared and participated in good faith in the arbitration proceedings may appeal from the award or other final disposition by filing an action in the state or federal court sitting in Maricopa County within twenty (20) days after date of the award or other final disposition. Unless such action is dismissed for failure to prosecute, such action will make the award or other final disposition of the arbitrator(s) a nullity.

3.25 VERIFICATION REGARDING COMPLIANCE WITH ARIZONA REVISED STATUTES §41-4401 AND FEDERAL IMMIGRATION LAWS AND REGULATIONS:

3.25.1 By entering into the Contract, the Contractor warrants compliance with the Immigration and Nationality Act (INA using e-verify) and all other federal immigration laws and regulations related to the immigration status of its employees and A.R.S. §23-214(A). The contractor shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the Procurement Officer upon request. These warranties shall remain in effect through the term of the Contract. The Contractor and its subcontractors shall also maintain Employment Eligibility Verification forms (I-9) as required by the Immigration Reform and Control Act of 1986, as amended from time to time, for all employees performing work under the Contract and verify employee compliance using the E-verify system and shall keep a record of the verification for the duration of the employee's employment or at least three years, whichever is longer. I-9 forms are available for download at USCIS.GOV.

3.25.2 The County retains the legal right to inspect contractor and subcontractor employee documents performing work under this Contract to verify compliance with paragraph 3.25.1 of this Section. Contractor and subcontractor shall be given reasonable notice of the County's intent to inspect and shall make the documents available at the time and date specified. Should the County suspect or find that the Contractor or any of its subcontractors are not in compliance, the County will consider this a material breach of the contract and may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

3.26 VERIFICATION REGARDING COMPLIANCE WITH ARIZONA REVISED STATUTES §§35-391.06 AND 35-393.06 BUSINESS RELATIONS WITH SUDAN AND IRAN:

3.26.1 By entering into the Contract, the Contractor certifies it does not have scrutinized business operations in Sudan or Iran. The contractor shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the Procurement Officer upon request. These warranties shall remain in effect through the term of the Contract.

3.26.2 The County may request verification of compliance for any contractor or subcontractor performing work under the Contract. Should the County suspect or find that the Contractor or any of its subcontractors are not in compliance, the County may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

3.27 CONTRACTOR LICENSE REQUIREMENT:

3.27.1 The Respondent shall procure all permits, insurance, licenses and pay the charges and fees necessary and incidental to the lawful conduct of his/her business, and as necessary complete any required certification requirements, required by any and all governmental or non-governmental entities as mandated to maintain compliance with and in good standing for all permits and/or licenses. The Respondent shall keep fully informed of existing and future trade or industry requirements, Federal, State and Local laws, ordinances, and regulations which in any manner affect the fulfillment of a Contract and

shall comply with the same. Contractor shall immediately notify both Materials Management and the using agency of any and all changes concerning permits, insurance or licenses.

- 3.27.2 Respondents furnishing finished products, materials or articles of merchandise that will require installation or attachment as part of the Contract, shall possess any licenses required. A Respondent is not relieved of its obligation to possess the required licenses by subcontracting of the labor portion of the Contract. Respondents are advised to contact the Arizona Registrar of Contractors, Chief of Licensing, at (602) 542-1525 to ascertain licensing requirements for a particular contract. Respondents shall identify which license(s), if any, the Registrar of Contractors requires for performance of the Contract.

3.28 POST AWARD MEETING:

The Contractor may be required to attend a post-award meeting with the Using Agency to discuss the terms and conditions of this Contract. This meeting will be coordinated by the Procurement Officer of the Contract.

ARIZONA BUSINESS GAZETTE, 200 E. VAN BUREN ST., PHOENIX, AZ 85004

RESPONDENT NAME: ARIZONA BUSINESS GAZETTE
 ADDRESS: 200 E. VAN BUREN ST. PHOENIX, AZ 85004
 P.O. ADDRESS: P.O. BOX 194 PHOENIX, AZ 85001
 TELEPHONE NUMBER: 602-444-7315
 FACSIMILE NUMBER: 602-444-7364
 WEB SITE: AZCENTRAL.COM & WWW.ABGNEWS.COM
 REPRESENTATIVE: MARK GILMORE (602) 444-7377 or Manny Vargas (602) 444-4279
 REPRESENTATIVE E-MAIL: legal.advertising@pni.com

	YES	NO	REBATE
WILL ALLOW OTHER GOVERNMENTAL ENTITIES TO PURCHASE FROM THIS CONTRACT:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
WILL ACCEPT PROCUREMENT CARD FOR PAYMENT:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
WILL OFFER REBATE (CASH OR CREDIT) FOR UTILIZING PROCUREMENT CARD:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	%

(Payment shall be made within 48 hours of utilizing the Purchasing Card)

FUEL COMPRISES N/A % OF TOTAL BID AMOUNT. (If Applicable)

PAYMENT TERMS: RESPONDENT IS REQUIRED TO PICK ONE OF THE FOLLOWING.
 PAYMENT TERMS WILL BE CONSIDERED IN DETERMINING LOW BID. FAILURE TO CHOOSE PAYMENT TERMS WILL RESULT IN A DEFAULT TO NET 30 DAYS.

☒ NET 30 DAYS ☐ 2% 10 DAYS NET 30 DAYS ☐ 5% 30 DAYS NET 31 DAYS

Legal Advertising, Per Column Inch						
Title	Unit Price	Qty	UofM	Total Price	Description	Bidder Notes
FIRST INSERTION	\$0.35	1	Each	\$0.35	SEE SECTION 2.0 FOR ADDITIONAL DESCRIPTION	BASED ON \$___ PER LINE x ___ lines to inch: BASED ON \$0.025 PER LINE X 14 LINES TO INCH
SUBSEQUENT INSERTIONS	\$0.35	1	each	\$0.35	REFER TO SECTION 2.0 FOR DESCRIPTION	BASED ON \$___ PER LINE x ___ lines to inch: BASED ON \$0.025 PER LINE X 14 LINES TO INCH

DISPLAY ADVERTISING PER COLUMN INCH						
Title	Unit Price	Qty	Uofm	Total Price	Description	Bidder Notes
First Insertion	\$0.35	1	Each	\$0.35	Refer to section 2.0 for description	Based on \$0.025 per line x 14 lines to inch
Subsequent Insertion(S)	\$0.35	1	Each	\$0.35	Refer to section 2.0 for description	Based on \$0.025 per line x 14 lines to inch

Newspaper Subscription Rate for County Departments						
Title	Unit Price	Qty	UofM	Total Price	Description	
Subscription Rate for all Others	\$30.00	1	year	\$30.00	[Five (5) Complimentary Subscriptions, to be designated by Materials Management, plus, in addition, subscriptions to any County department submitting advertising. Complimentary Subscriptions to be provided at no additional charge.]	

Title	Unit Price	Qty	UofM	Total Price	Description
Subscription Rate for all Others	\$30.00	1	year	\$30.00	[Five (5) Complimentary Subscriptions, to be designated by Materials Management, plus, in addition, subscriptions to any County department submitting advertising. Complimentary Subscriptions to be provided at no additional charge.]

TOTAL COST TO PUBLISH EXCERPTS BASED ON 1ST INSERTION COST	Exhibit 4 Truth in Taxation Notice - Notice of Tas Increase WEEKLY PUBLICATION	\$180.00	each
TOTAL COST TO PUBLISH EXCERPTS BASED ON 1ST INSERTION COST	EXHBT 2notice of auction of surplus land weekly publication	\$7.43	each
TOTAL COST TO PUBLISH EXCERPTS BASED ON 1ST INSERTION COST	EXHIBIT 3 TREASURER'S DELINQUENT TAX LIST WEEKLY PUBLICATION	\$2.68	each
TOTAL COST TO PUBLISH EXCERPTS BASED ON 1ST INSERTION COST	Exhibit 5 - Notice of Call For Bid Weekly Publication	\$1.40	each
TOTAL COST TO PUBLISH EXCERPTS BASED ON 1ST INSERTION COST	Exhibit 6 - Public Notice Weekly Publication	\$1.58	each

Publication Days ☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☒ Thursday ☐ Friday

Press Time ☐ AM ☐ AM ☐ AM ☐ AM **12 Noon**
☐ AM ☐ AM

☐ PM ☐ PM ☐ PM ☐ PM ☒ PM ☐ PM

Copy Pick-Up

Amount of Time Prior to Press-Time copy for Board of Supervisors Minutes must be picked-up for Publication *
(NOTE: Hours stated are normal business hours of 8am - 5pm, Monday - Friday, excluding State holidays.)

With Notice One Week

No Notice Same

Amount of Time Prior to Press-Time copy for County Budget must be picked-up for Publication

* With Notice **One Week**

No Notice Same

Amount of Time Prior to Press ☐ Time copy for County Cost of Living Increases, Countywide Payroll Changes must be picked-up for Publication *

With Notice 14 hours/Monday @ 3:00

No Notice Same

ARIZONA BUSINESS GAZETTE, 200 E. VAN BUREN ST., PHOENIX, AZ 85004

Amount of Time Prior to Press ☐ Time copy for County Treasurer's Delinquent Tax List must be picked ☐ up for Publication

With Notice **2 weeks**

No Notice **Same**

Amount of Time Prior to Press-Time copy for Materials Management's Notice for Call for Bids must be picked-up or Emailed for Publication *

With Notice **14 hours/Monday @ 3:00**

No Notice **Same**

Amount of Time Prior to Press ☐ Time copy for other Legal Advertising must be picked ☐ up for Publication

* With Notice **14 hours/ Monday @ 3:00**

No Notice **Same**

PRICING SHEET: NIGP CODE 9157102

Vendor Number: 2011000500 1

Certificates of Insurance Required

Contract Period: To cover the period ending **March 31, 2012.**